

# LibreOffice Writer INTRODUCTION

Complete the following information about LibreOffice.

## 1 FEATURES (gap filling)

LibreOffice Writer lets you design and produce \_\_\_\_\_ that can include \_\_\_\_\_ . You can then save the documents in a variety of formats, including the standardized OpenDocument format (\_\_\_\_\_ ), Microsoft Word .doc format, or HTML. And you can easily \_\_\_\_\_ your document to the Portable Document Format (\_\_\_\_\_ ).

graphics, tables or charts

export

text documents

PDF

ODF

## 2 Choose the correct words

Menu bar

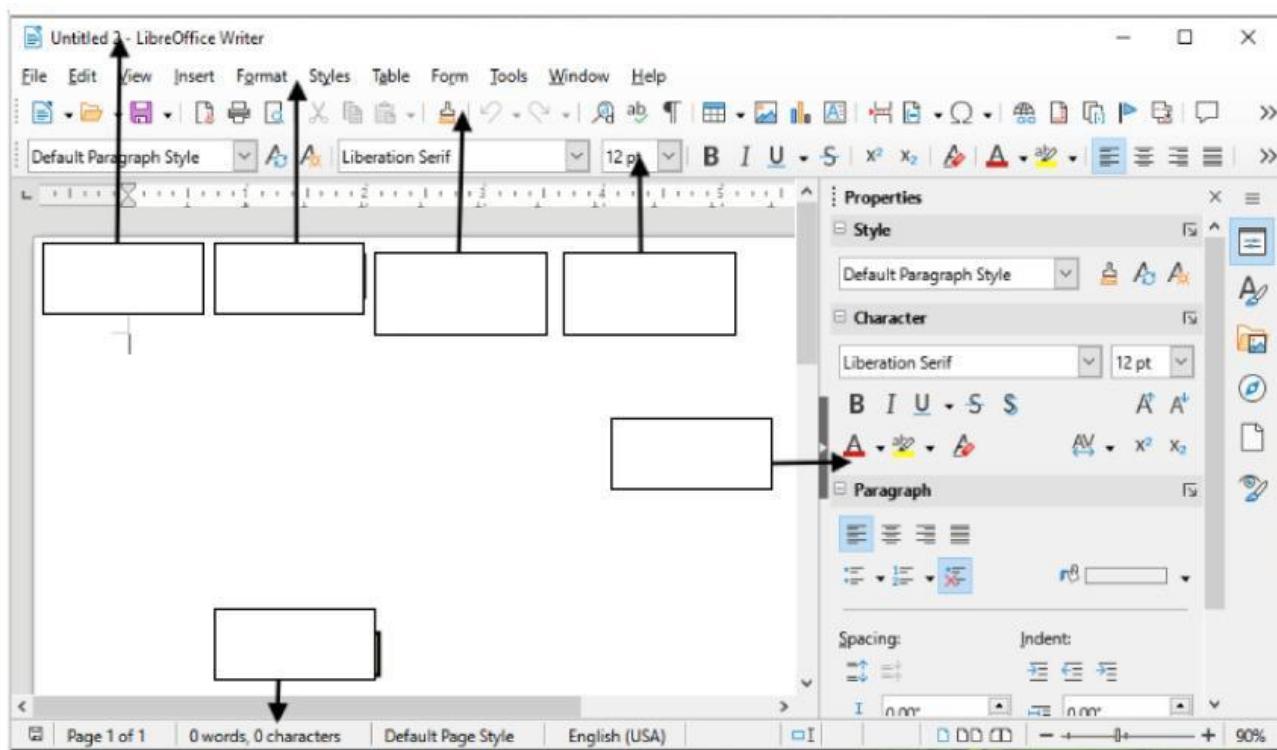
Sidebar

Status bar

Title bar

Formatting toolbar

Standard toolbar



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## 3 MENUS (match the words to their definitions)

EDIT    VIEW    HELP    STYLES    FORM    FORMAT    FILE  
TOOLS    INSERT    TABLE    WINDOW

- A) These commands apply to the current document, create a document, open an existing document, or close the application. \_\_\_\_\_
- B) This menu contains commands for editing the contents of the current document. \_\_\_\_\_
- C) This menu contains commands to control the on-screen display of the document, change the user interface and access the sidebar panels. \_\_\_\_\_
- D) This menu contains commands for inserting new elements in your document. This includes images, media, charts, objects from other applications, hyperlinks, comments, symbols, footnotes, and sections. \_\_\_\_\_
- E) Contains commands for formatting the layout and the contents of your document. \_\_\_\_\_
- F) Contains commands to apply, create, edit, update, load, and manage styles in a text document. \_\_\_\_\_
- G) Shows commands to insert, edit, and delete a table and its elements inside a text document. \_\_\_\_\_
- H) Contains commands for activate form design mode, enable/disable control wizards and insert form controls in your document. \_\_\_\_\_
- I) Contains spelling tools, redact options, mail merge wizard, macros, development tools, extension manager, as well as tools for configuring and customizing menus, and setting program preferences. \_\_\_\_\_
- J) Contains commands for manipulating and displaying document windows. \_\_\_\_\_
- K) This menu allows you to start and control the LibreOffice Help system. \_\_\_\_\_